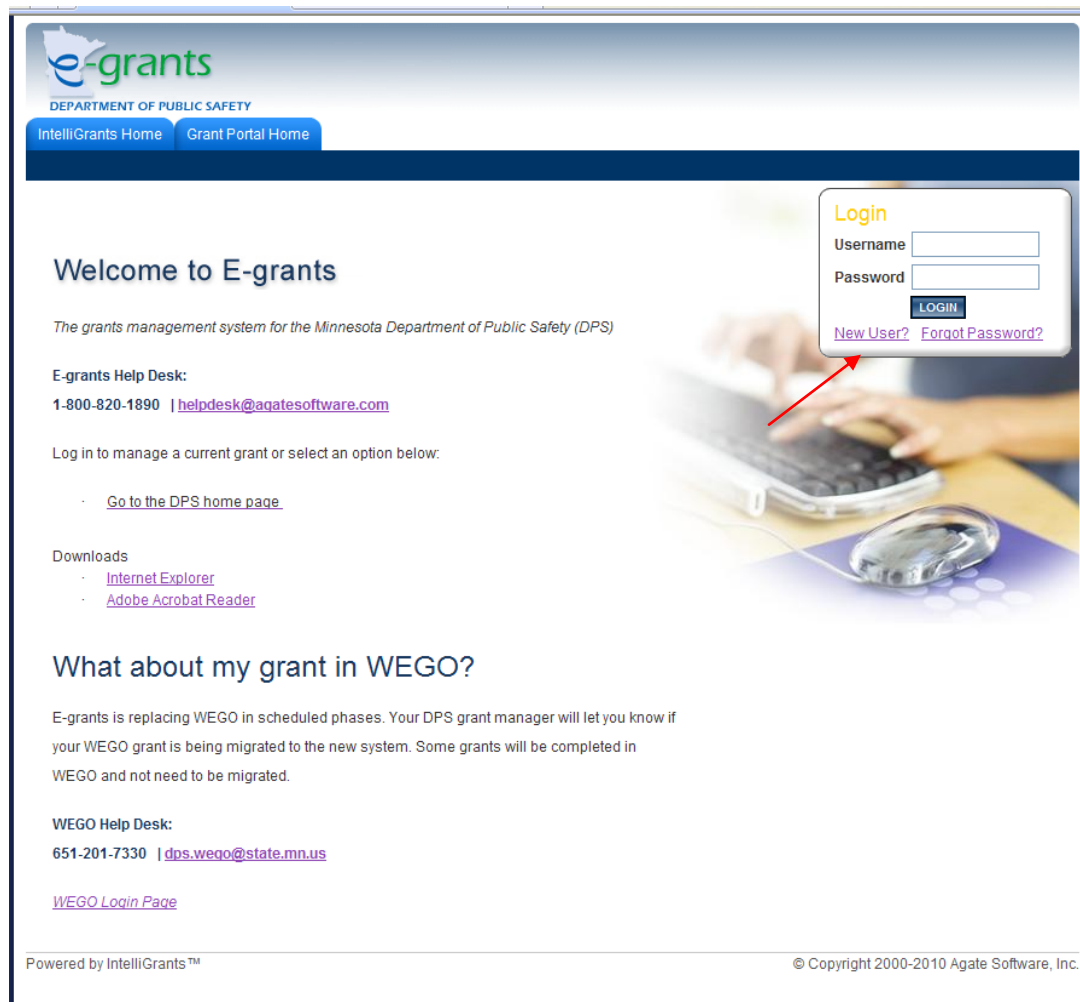


1 Apply for a Grant

e-grants HELP DESK: 1-800-820-1890 OR helpdesk@agatesoftware.com

If you are a current e-grants user, log into the e-grants system using your username and password.

If you need to apply for a username and password for the e-grants system by clicking on the New User? Link:



The screenshot shows the e-grants website for the Minnesota Department of Public Safety. The header includes the e-grants logo and navigation links for 'IntelliGrants Home' and 'Grant Portal Home'. The main content area features a 'Welcome to E-grants' message, contact information for the E-grants Help Desk, and a login section. A red arrow points to the 'New User?' link in the login section. The footer contains copyright information for Agate Software, Inc.

e-grants
DEPARTMENT OF PUBLIC SAFETY
[IntelliGrants Home](#) [Grant Portal Home](#)

Welcome to E-grants

The grants management system for the Minnesota Department of Public Safety (DPS)

E-grants Help Desk:
1-800-820-1890 | helpdesk@agatesoftware.com

Log in to manage a current grant or select an option below:

- [Go to the DPS home page.](#)

Downloads

- [Internet Explorer](#)
- [Adobe Acrobat Reader](#)

What about my grant in WEGO?

E-grants is replacing WEGO in scheduled phases. Your DPS grant manager will let you know if your WEGO grant is being migrated to the new system. Some grants will be completed in WEGO and not need to be migrated.

WEGO Help Desk:
651-201-7330 | dps.wego@state.mn.us

[WEGO Login Page](#)

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Login
Username
Password

[New User?](#) [Forgot Password?](#)

After clicking on the New User? Link, fill out the information on the screen and click “save.” Your information will be stored in the system and reviewed and approved by a state staff member before you can access the system.

e-grants
DEPARTMENT OF PUBLIC SAFETY

[IntelliGrants Home](#) [Grant Portal Home](#)

[Back](#)

Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name: Prefix First Middle Last Suffix

Organization:

Title:

Address:

City: State: Zipcode:

County:

Phone #1: Phone #2:

Fax: Cell Phone:

Email:

Website:

Username:

Password: Confirm Password:

Once you are successfully logged in, your home page will show available opportunities to apply for grants based on the type of agency you represent. Click on “View Opportunities” to view information about these open Request for Proposals (RFPs).

e-grants
DEPARTMENT OF PUBLIC SAFETY

[Home](#) [Search Applications](#) [Search Progress Reports](#) [Search Financial Status Reports](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SHOW HELP](#)

Welcome Mike
Program Admin
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Mike, please choose an option below.

View Available Opportunities

You have 10 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

Scroll down until you see the RFP you want to apply for and click “apply now.” This one says “Beltrami County Sheriff’s Office” because I’m logged in as a member of that agency – your screen will show the agency you represent.

2012 TZD Safe Roads Grant for Beltrami County Sheriff's Office

Offered By:
Office of Traffic Safety Domain

OTS Application Period:

04/04/2011-open ended

Description:

[APPLY NOW](#)

You will be asked whether or not you want to apply. Click “I agree” to start an application or click “I do not agree” to go back to the main menu.

Agreement

Please make a selection below to continue.

Are you sure you want to apply?

[I AGREE](#)

[I DO NOT AGREE](#)

If you click “I Agree” to start an application, you will see this page below. Click on “View Forms” to begin filling in the required RFP forms.

[Back](#)

OTS Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Document Information: [TZD-2012-BELTRASO-00012](#)

[Details](#)

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Each RFP created by the Department of Public Safety may contain slightly different required forms, collecting different information.

4 Apply for a Grant

Click on the first form to read instructions about this RFP.

Forms

Status	Page Name	Note	Created By	Last Modified By
	Program Overview and General Instructions			
	Eligibility Form			
	Work Plan - Part 1 - Organization and Community Background			
	Work Plan - Part 2 - Coalition and Fatal Review			
	Work Plan - Part 3 - Grant Activity			
	Work Plan - Part 3 - Grant Activity - Other			
	Administrative and Financial Obligations			
	Evaluation of Proposals for 2012 TZD Safe Roads			
	Budget			
	Budget Summary			

Fill out each form and click “SAVE.” **VERY IMPORTANT!!!** If you don’t click “SAVE,” your information will be lost as you navigate to the next form. After you click “SAVE,” you can navigate to other forms by using the navigation links below the form you are viewing.

Training Materials | Organization(s) | Profile | Logout

SAVE ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

Back
Document Information: [TZD-2012-BELTRASO-00012](#)
 Details

PROGRAM OVERVIEW AND GENERAL INSTRUCTIONS

Instructions:

Please complete this page, then click the Save button. Required fields are marked with an *.

Please review the [Program Overview and General Instructions](#).

☒ I have read and understand the [Program Overview and General Instructions](#).*

Signature Date

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Program Overview and General Instructions		Chief Dep. Mike Bakke 4/27/2011 5:52:30 PM	
	Eligibility Form			
	Work Plan - Part 1 - Organization and Community Background			
	Work Plan - Part 2 - Coalition and Fatal Review			

You may go back and revise any forms at any time until the application is submitted. You may log out and log back on as many times as you wish.

You can also allow other users to fill out forms in your application or print out a full print version of your application. First, navigate to the application main menu by clicking on the application number.

OTS Application Menu - Forms

Please complete all required forms below.

Document Information: [TZD-2012-BELTRASO-00012](#) ←

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Program Overview and General Instructions		Chief Dep. Mike Bakke	4/27/2011 5:52:30 PM
	Eligibility Form			
	Work Plan - Part 1 - Organization and Community Background			
	Work Plan - Part 2 - Coalition and Fatal Review			
	Work Plan - Part 3 - Grant Activity			
	Work Plan - Part 3 - Grant Activity - Other			
	Administrative and Financial Obligations			
	Evaluation of Proposals for 2012 TZD Safe Roads			
	Budget			
	Budget Summary			

At the application main menu, click on “View Management Tools.”

[Back](#)

OTS Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

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[Details](#)

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS ←

To print out your application, click on “Create Full Print Version.” This will print everything EXCEPT attachments. To add or remove people having access to your application, click on “Add/Edit People.”

 [Back](#)

OTS Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: [TZD-2012-BELTRASO-00012](#)

 [Details](#)


Management Tools

 [CREATE FULL PRINT VERSION](#)

Select the link above to create a printable version of the document.

 [ADD/EDIT PEOPLE](#)

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 [STATUS HISTORY](#)

Select the link above to view the status history of this document.

 [CHECK FOR ERRORS](#)

Select the link above to check the entire document for errors.

 [VIEW MODIFICATION HISTORY](#)

Select the link above to view various modifications that people have made to specific pages in the document.

VERY IMPORTANT!! When you are completely done filling out all the information required in your application, you need to submit your application. Your application may not be considered for funding if you don't submit it!! After you submit it, you will no longer be able to edit the information, so make sure you have completed the information required. e-grants will error check the application to make sure all required fields are completed.

To submit your application, navigate to the main application menu by clicking on the application number. Then click on "View Status Options."

OTS Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

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 [Details](#)

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

7 Apply for a Grant

Click “Apply Status” under Application Submitted to submit the application for DPS review. You also have the choice to cancel your application if you do not want to apply for the grant.

[Back](#)

OTS Application Menu - Status Options

Select a button below to execute the appropriate status push.

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[Details](#)

Possible Statuses

APPLICATION SUBMITTED
This will submit the application to DPS for review.

[APPLY STATUS](#)

APPLICATION CANCELLED
This will cancel the application.

[APPLY STATUS](#)

The next screen just verifies your desire to submit your application. You can also add notes in the note field. Then click “I Agree.” e-grants will then return to the main application menu.

Agreement

Please make a selection below to continue.

Are you sure you want to submit your application?

If you would like to include notes about this status change, please supply them below.


0 of 2000

[I AGREE](#) [I DO NOT AGREE](#)

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In the future there will be an “application submitted” message. Until that time, you can verify that your application was submitted by returning to your home screen by clicking on the “Home” tab. Open your Inbox and you will see an e-mail in e-grants verifying that your application has been received by the system.



DEPARTMENT OF PUBLIC SAFETY

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[SHOW HELP](#)



Welcome Mike
Program Admin
[Change Picture](#)

Instructions:

Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Mike, please choose an option below.

View Available Opportunities

You have **11** Opportunities available.

Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

View My Inbox

You have **1** new messages.


Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

View My Inbox

Sort inbox messages by: [GO](#) | [View All System Messages](#)

[Inbox](#)

	Priority	Sender	Subject	Date/Time
<input type="checkbox"/>		System Grant	Application submission received	4/28/2011 11:21:16 AM